

STATE PROCUREMENT OFFICE  
NOTICE OF REQUEST FOR EXEMPTION2 JAN 23 A8:01  
FROM HRS CHAPTER 103D

STATE PROCUREMENT OFFICE  
STATE OF HAWAII

TO: Chief Procurement Officer

FROM: Department of Commerce & Consumer Affairs  
Name of Requesting Department

Pursuant to HRS § 103D-102(b)(4) and HAR chapter 3-120, the Department requests a procurement exemption for the following:

1. Describe the goods, services or construction:

The following goods and services are essential for the captive insurance branch to implement its exhibition booth at the Risk & Insurance Management (RIMS) 2012 Annual Conference & Exhibition, April 15-18, 2012 in Philadelphia, PA:

- 1) Labor to install and dismantle booth structure, electrical outlets, carpet/padding, daily vacuuming and emptying of booth waste baskets
- 2) Rental of furniture
- 3) Rental of carpet
- 4) Material handling & dryage

For complete information, see Attachment 1

2. Vendor/Contractor/Service Provider:

Freeman  
909 Newark Turnpike, Kearny, NJ 07032

3. Amount of Request:

\$ 20,000

4. Term of Contract From: 4/12/2012

To: 4/20/2012

5. Prior SPO-007, Procurement Exemption (PE):

6. Explain in detail, why it is not practicable or not advantageous for the department to procure by competitive means:

Freeman is the official on-site services contractor for Risk Insurance Management Society (RIMS) 2012 Convention in Pennsylvania, PA on April 15-18, 2012. Freeman staff is familiar with the key individuals managing the event, and also have insight and control of the entire show process. Time and money can be saved using Freeman to assist us in the pre-show planning process.

For complete justification for selecting Freeman, see Attachment 2

7. Explain in detail, the process that will be or was utilized in selecting the vendor/contractor/service provider:

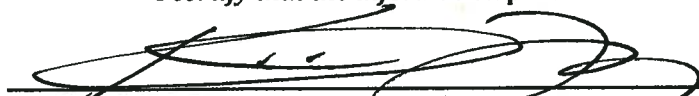
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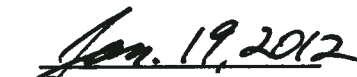
For complete justification for selecting Freeman, see Attachment 2

8. Identify the primary individual(s) who is knowledgeable about this request, who will conduct and manage this process, and has 1) completed mandatory training; and 2) who may contact for follow up inquiry, if any.  
(Type over "example" and delete cells not used.)

Name of Department Personnel	Division/Agency	Phone Number	e-mail address
Colleen Yuen	Insurance / Captive	(808) 586-0981	Colleen.MS.Yuen@dcca.hawaii.gov

*All requirements/approvals and internal controls for this expenditure is the responsibility of the department.  
I certify that the information provided above is, to the best of my knowledge, true and correct.*

  
Department Head Signature

  
Date

**For Chief Procurement Officer Use Only**

Date Notice Posted: 1-23-12

Submit written objection to this notice to issue an exempt contract within seven calendar days or as otherwise allowed from date notice posted to:

[state.procurement.office@hawaii.gov](mailto:state.procurement.office@hawaii.gov)

Chief Procurement Officer (CPO) Comments:

This award is required to be posted on the Awards Reporting System. If there are any questions, please contact Bonnie Kahakui at 587-4702, or [bonnie.a.kahakui@hawaii.gov](mailto:bonnie.a.kahakui@hawaii.gov).

☒ Approved

☐ Disapproved

☐ No Action Required

  
Chief Procurement Officer Signature

2/7/2012  
Date